



Unattributable Computer Agreement for Open Source Analysis

All analysts trained and assigned to an unattributable computer (UC) within the Counterterrorism and Criminal Exploitation Unit (CTCEU) shall use this agreement as evidence to complete the terms and conditions under which the parties whose signatures appear below have agreed.

- When online activity is aimed at the development or pursuit of investigative leads, CTCEU employees are considered on duty and subject to all applicable ICE policies governing investigative conduct. Open source analysts must comply with the Office of Government Ethics Standards of Conduct for Government Employees relating to outside activities and the Office of Personnel Management’s prohibition on any employee engaging in “criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government.”
- All research for investigations is restricted to use only on unattributed computers established at the work place. Utilizing a personally-owned computer or assigned Department of Homeland Security (DHS) computer to conduct undercover internet activities and open source analysis is strictly forbidden.
- Using only the assigned UC, analysts will collect (overtly or through publicly available sources), analyze, produce, and disseminate information, intelligence, and counterintelligence to support national and departmental missions.
- At no point is it acceptable to share information between the CTCEU government computer and the UC by USB connections, email or any other wireless method. UC equipment must have no connection to any official government systems or networks, and must be completely clean of any government or officially registered software including the operating system. UC equipment should be completely clean of any reports, official data, or any remains of official activity.
- No connection should be made to identify the UC related to the DHS, U.S. Immigration and Customs Enforcement (ICE), the CTCEU, or any government or law enforcement purpose whatsoever.
- It is vital the UC remain anonymous; no personal information should be created or used. To summarize, open source analysts are specifically prohibited from doing the following:
 - Connect any type of device with the USB port on the UC that would be used to transfer information from and/or to the DHS computers.
 - Access any website that requires an email address, username, or any other type of sign-on information; this is not considered a publicly accessible online source.
 - Create an email or use an email on the UC for personal or investigative purposes.
 - Use the UC for any type of personal agenda; under no circumstance should an analyst be using their own social media websites, check their email, research local weather or sports teams, etc.
 - Conduct research online for investigative OST purposes without using a proxy server. Absolutely all open source research must be practiced using a proxy server for privacy and security concerns.
 - Download or upload anything onto the UC. Only administrators have the capability to download/upload files; UC administrator user rights are assigned to specific CTCEU employees.

Counterterrorism and Criminal Exploitation Unit Agreement Form



U.S. Immigration and
Customs Enforcement

This agreement will be utilized at all times when accessing an unattributable computer, and employed as a government contractor or government employee of the CTCEU. Any misuse of the UC and these guidelines could damage the CTCEU's mission and possibly threaten national security.

Policies set forth in this agreement were established to ensure employee compliance with federal and other business mandates, as well as abide by the code of ethics and conduct for DHS/ICE employees. It is essential that all UC users operate according to policies and guidelines referenced in this agreement.

It is the responsibility of every user to read, understand, and comply with these guidelines. Violation of any such activity and failure to comply will result in disciplinary action up to and including termination or immediate removal of employees from the CTCEU.

Unattributed Computer User:

(Print First, Middle Initial, Last Name)

Date: _____

(Signature)

Date: _____

Open Source Administrator:

(Print First, Middle Initial, Last Name)

Date: _____

(Signature)

Date: _____

CTCEU Supervisor:

(Print First, Middle Initial, Last Name)

Date: _____

(Signature)

Date: _____